



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
INSTALLATION MANAGEMENT AGENCY  
2511 JEFFERSON DAVIS HIGHWAY  
ARLINGTON, VA 22202-3926

IMAH-HRD-D

SEP 13 2006

MEMORANDUM FOR ALL US Army Installation Management Agency Personnel

SUBJECT: US Army Installation Management Agency Policy Memorandum #26,  
Civilian Training Approval Authority

1. REFERENCES.

- a. Army Regulation 690-400, Chapter 410; Training, June 15, 1983.
- b. Memorandum, U.S. Total Army Personnel Command, October 15, 1993, Subject: Exceptions Permitted to Army Regulation Regarding Non-Government Training.
- c. Memorandum, U.S. Total Army Personnel Command, July 26, 1993, Subject: Policy Changes on Non-Government Training.
- d. Memorandum, AASA, September 29, 2003, Subject: Delegations of Civilian Personnel Authorities to Headquarters, Department of the Army (HQDA) Activities.

2. PURPOSE. To supplement DA policy and to provide IMA delegation, policy, and processing procedures on Civilian Training Approval Authority.

3. APPLICABILITY. This policy applies to all personnel (US citizen and non US citizen) employed in IMA appropriated and non-appropriated fund positions. This policy memorandum supersedes IMA policy memorandum #26, Jul 30 2004.

4. POLICY.

a. Reference 1a, contains Army policy on delegation of approval authority for training of civilians at non-Government and Government facilities. Subchapter 3, paragraph 3-6e(1) states that officials to whom the Secretary of the Army has delegated appointment authority can approve short-term (120 calendar days or less) training at non-Government facilities for employees under their command jurisdiction and may redelegate the authority through command channels to, but not below, commanders of independent field activities (e.g., Garrison Commanders/Garrison Managers).

b. Reference 1a, Subchapter 3, paragraph 3-6e(2) states that officials with appointing authority will usually designate a subordinate to approve non-Government training for civilian employees, and that such designations will be made in writing.

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c. References 1b and 1c contain changes to Army policy in reference 1a pertaining to approval authority for short-term training at non-Government facilities. The changes allow re-delegation of training approval authority to line managers, and urge that managers be trained in proper procedures and their responsibilities before they are delegated the authority.

d. Reference 1d contains the Administrative Assistant to the Secretary of the Army (AASA) delegation of appointing authority, which is required for approval of short-term training at non-Government facilities. The AASA delegated appointing authority through HQDA Principal Officials and command channels/supervisory chain to Local Commanders/Activity Heads, but did not authorize redelegation to lower levels. Consequently, authority to approve short-term training at non-Government facilities within IMA is delegated through the Assistant Chief of Staff for Installation Management (ACSIM) and the Director, IMA to subordinate managers within the command channels, but no lower than Garrison Commanders/Garrison Managers.

e. Reference 1a, Subchapter 3, paragraph 3-6e(4) states that supervisors at all levels can approve training at Government facilities for their subordinates. Reference 1a Subchapter 5, paragraph 5-1a(1) states employees may not be assigned to training or permitted to enroll in a course, regardless of course length, before formal approval has been granted by the management official delegated authority to approve training. Formal approval must be documented in writing on the appropriate training request form or system. This applies to both government and non-government training. Employees who attend training prior to formal approval will be responsible for all expenses associated with the training.

f. It is IMA policy that Region Directors and Garrison Commanders/Garrison Managers who have been delegated appointing authority may designate subordinate managers to act on their behalf to approve requests for short-term training at non-Government facilities for civilian employees under their control. Such designations will be made to the individual manager, may be made only after the designated manager has completed training in proper procedures and their responsibilities as approving officials, and must be in writing using the format provided with this policy memorandum. Designations will remain in effect until revoked by appropriate authority or when the designee leaves his/her position.

g. It is IMA policy that requests for approval of long-term training at non-Government facilities and contracts with a non-Government facility to develop and conduct full-time, long-term training programs will be forwarded to HQIMA for appropriate decision. Long-term training (more than 120 calendar days) at



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non-Government facilities is generally accomplished through Army-approved training programs (e.g., Army Civilian Training, Education and Development System (ACTEDS), Defense Leadership and Management Program (DLAMP), etc.) and approved by Army Functional Chief Representatives or HQDA. Reference 1a requires HQDA approval of contracts with a non-Government training facility to develop and conduct full-time, long term training programs for groups of employees.

h. It is IMA policy that managers and supervisors at all levels may approve requests for short- and long-term civilian employee training at Government facilities for employees under their jurisdiction. Approving officials must use prudent judgment and equitable treatment when deciding on whether to approve such requests.

5. PROCEDURES. Enclosure contains procedures for designating subordinate managers to approve requests for short-term training for civilian employees at non-Government facilities.

6. PROPONENT. The Human Resources Division is the proponent for this IMA policy. POC is Chief, Workforce Development Branch at commercial (703) 602-4259, DSN 332-4259.



JOHN A. MACDONALD  
Brigadier General, USA  
Director

Encls

1. Procedures for Designation
2. Sample Designation Memorandum

## PROCEDURES FOR DESIGNATION OF IMA TRAINING APPROVAL OFFICIALS

1. The following criteria apply to designation of subordinate managers to act for officials with appointing authority to approve short-term (120 calendar days or less) training at non-Government facilities under IMA's policy:

a. Designated managers must be a line manager with significant responsibility for overall management of an organizational entity. Region Directors and Garrison Commanders/Garrison Managers must use prudent judgment in deciding whom they will designate to act for them to approve short-term training at non-Government facilities for their civilian employees.

b. Region Directors and Garrison Commanders/Garrison Managers must ensure that the designated managers complete appropriate training in proper procedures and responsibilities as a designated approving official before allowing the manager to approve any short-term non-Government training. This can be accomplished by completing the on-line Army Civilian Human Resources Agency (CHRA) training module on Delegated Training Authority, which can be found at the following website: <http://www.cpocma.army.mil/webcourses/Delegated%20Training%20Authority/index.html>. Once at the website:

- 1) Follow the instructions to complete the training module;
- 2) Print the last page that documents successful completion of the module.
- 3) Attach a copy of the page to a short memo, signed and dated by the designated supervisor/manager, certifying that they completed the training.
- 4) File a copy with the designation memo, and maintain it on file for as long as the supervisor/manager is a designated to act for the approving official.

2. Region Directors and Garrison Commanders/Garrison Managers will prepare a memorandum (see sample) to document the designation, and maintain it in an appropriate file for the duration of the designation.

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## SAMPLE DESIGNATION MEMORANDUM

(Office symbol designating official)

MEMORANDUM FOR (Name and title, series and grade of designated manager)

SUBJECT: Designation to Approve Short-Term Training at Non-Government Facilities

1. Reference memorandum, US Army Installation Management Agency, (date), subject: US Army Installation Management Agency Policy Memorandum #26, Civilian Training Approval Authority.
2. In accordance with above reference, I designate you to act for me in approval of short-term (120 calendar days or less) training at non-Government facilities for civilian employees under your supervision. I am making this designation based on your successful completion of training in proper procedures and responsibilities as a designated approving official on (date). You may not designate any of your subordinates to approve short-term training at non-Government facilities in your absence. You will inform your subordinates that my designated official or I must approve all such training in your absence.
3. This designation will remain in effect for the duration of your employment in your present position, or until revoked by me, my successor(s) or other appropriate authority.

JOHN M. DOE  
COL, IN  
Garrison Commander

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